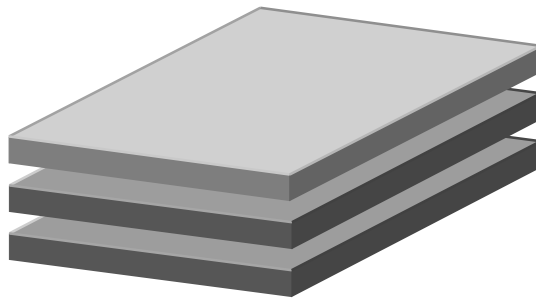


LOCAL SUPPORT PLAN GUIDE



**A GUIDE TO ASSIST MUNICIPALITIES INCORPORATED INTO
THE COUNTY EMERGENCY MANAGEMENT PROGRAM TO
DEVELOP A SUPPORT EMERGENCY OPERATIONS PLAN**

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The Municipal Support Emergency Operations Plan template begins after page 12.

INTRODUCTION TO THE GUIDE

I. Purpose

This document is designed to serve as a guide for municipalities that have elected to be part of the county emergency management program, but yet need to develop a support emergency operations plan in accordance with Administrative Rule for Section 19, Act 390, P.A. 1976, as amended. In accordance with the rules, the support emergency operations plan will become part of the county emergency operations plan and shall be consistent with the county plan. The support plan must describe the relationship between the county emergency management program and the municipality. It must identify the municipality's response procedures in relation to the county response procedures. The support plan shall be maintained in accordance with the standards of currentness of the county's emergency operations plan and shall be forwarded to the county.

II. Scope

This document provides a basic template for support emergency operations plans. It contains general information that can be adapted to any municipality, and includes attachments of the common functions used in emergencies.

It must be recognized that this document is provided only for guidance and may not be used. Other material is available through various sources to aid jurisdiction's in the development of plans. All community officials that are involved in the community response, should be involved in writing the emergency plan.

III. Maintenance

This document has been developed by the MSP/EMHSD. It will be maintained to ensure compliance with current national planning standards and initiatives and relevant state laws pertaining to emergency planning. This document supersedes the October 1993 version of Pub 204.

DEVELOPING THE PLAN

County Emergency Management Coordinators should work with each municipality, having to develop a support emergency operations plan, to ensure the plan is compatible with the County's plan. A standard planning process having both entities involved should be conducted to capture and coordinate the necessary information to be included, while ensuring the plan supports the county's plan.

The following planning process and guidance will help in developing the support plan.

1. Develop a Local Planning Team: The team should be composed of each municipal agency having resources available to respond to emergencies within the municipality. The municipal emergency management liaison, the county emergency management, coordinator, and an individual from the municipal executive office should be included. It may be necessary to invite county personnel who will provide assistance, and consider key members or industries within the community including a representative who can provide insight to individual with special/functional needs.

2. Identify (Unique) Hazards and Assess Risks: The County's Emergency Operations Plan and the Hazard Analysis identifies the overall hazards and the risks that are of a concern throughout the county. The municipality should identify unique hazards/concerns relevant within the municipality for which the plan is being developed to coordinate the response efforts for. Review the make-up/profile of the municipality that would help identify vulnerable areas and assets within the municipality, i.e., congregate locations of special needs individuals, schools, critical industries, etc.

3. Define Goals and Objectives: Determine what the municipality wants to achieve in an emergency, considering the necessity to save lives, protect property, and protect the environment. Include the protection or safety of the vulnerable areas identified in step 2. Objectives are specific, measurable, and have a defined completion timeframe that are implemented, whereas goals are long-term visions that are achieved by the actions in the objectives.

4. Identify Resources and Actions: The municipality should identify what resources they have for responding to emergencies or disasters. This helps determine when there is a need for additional assistance, and the necessity to establish mutual aid or MOAs with external sources. Putting a resource manual together is recommended, this can provide a reference to what is available, and can also be used as a maintenance record for resources. Based on the resources available, the municipality can determine what actions can be taken by each agency, and when supplemental assistance is needed. Double check that the actions identified are feasible, such as not violating local, state, federal laws, and other limitations.

5. Write the Plan: Keep the plan simple. Make the plan compatible with the County's plan suggesting using similar (not necessarily all) functions for coordination purposes. Review the finished plan, it must be approved and signed by the CEO. Every 4 years, the CEO must review and approve it, or as the CEO changes.

6. Implement the Plan: Train and exercise the agencies, external stakeholders, community members, etc, to test and help the plan work. Review it annually or in accordance to the county's review schedule, and update when changes in the community occur, having impact on the capabilities.

The MSP/EMHSD Pub 201, and FEMA's CPG 101 are available to assist in developing plans.

EMERGENCY OPERATIONS DOCUMENTS EXPLANATION

The Emergency Operations Plan consists of a basic plan and various supporting annexes for each service/function. It is a single comprehensive plan which encompasses all hazards for the purpose of mitigating, preparing for, responding to, and recovering from emergency or disaster situations.

Supporting documents are important companions to the emergency operations plan and provide additional detail. These consist of:

Resource Manual – This document contains lists of the community resources and their location, which may be needed in a disaster. It also lists other resources outside the community which may be needed and identifies their sources.

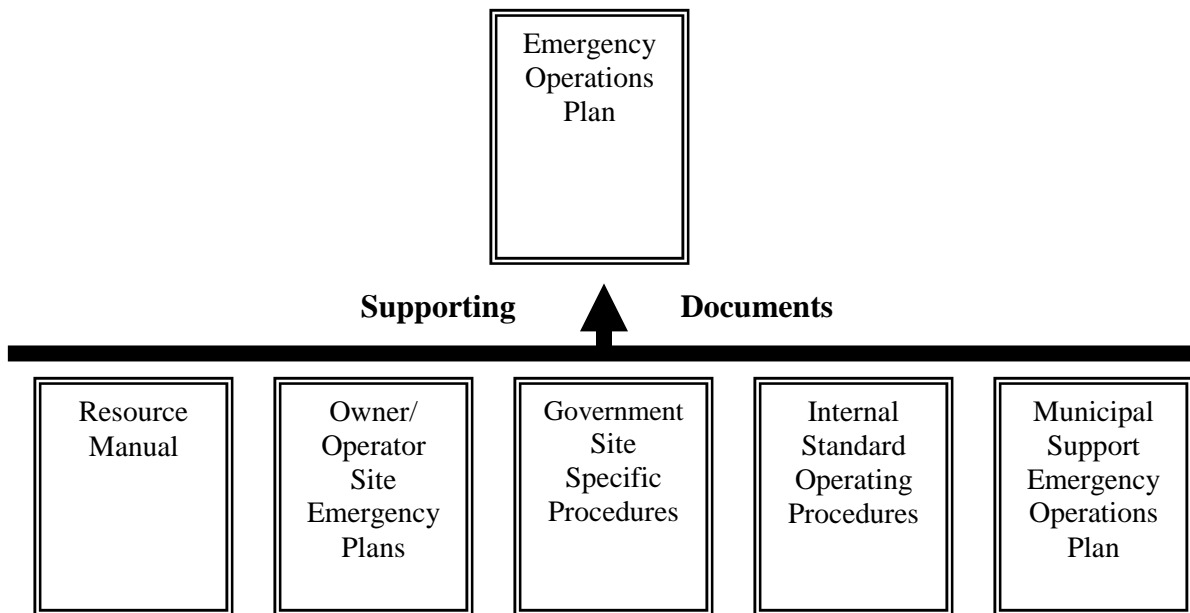
Owner/Operator Site Emergency Plans – These are plans written by the owner or operator of a site to describe specific response by onsite personnel to incidents at or affecting the site.

Government Site Specific Procedures – These standard operating procedures contain detail for offsite government personnel for responding to an incident at a specific site.

Internal Standard Operating Procedure – These procedures describe how personnel from a specific operating entity will perform the tasks assigned to it in the emergency operations plan.

Municipal Support Emergency Operations Plan – These are plans developed by municipalities with a population of 10,000 or more and which have elected to be incorporated within the county emergency management program.

EMERGENCY OPERATIONS DOCUMENTS



SAMPLE LOCAL EMERGENCY MANAGEMENT RESOLUTION

In addition to the support emergency operations plan, it is recommended that an emergency management resolution be developed by the municipality which provides a means for coordinating the resources of the municipality with those of the county and which provides a means through which the city council or township board may exercise the authority and discharge the responsibilities vested in them by P.A. 390 of 1976, as amended.

The following pages: 5 – 11, provides sample language for a resolution. Copy and paste the text to a new document. It will be necessary for the municipality and the county to review and modify the language to as needed.



<Municipality>

Emergency Management Resolution

A resolution to provide for the mitigation, preparedness, response and recovery from natural and human-made disasters within **(insert name of municipality)** by being part of the **(insert name of county)** emergency management program; to appoint the county emergency management coordinator as the **(insert name of municipality)** emergency management coordinator; to provide for a means for coordinating the resources of the municipality with those of the county; and to provide a means through which the **(city council? township board?)** may exercise the authority and discharge the responsibilities vested in them by this resolution and Act No. 390 of the Public Acts of 1976, as amended.

Article 1 - Short Title

Section 101. This resolution shall be known as the “Emergency Management Resolution”.

Article 2 – Definitions

Section 201. For the purpose of this resolution, certain words used herein are defined as follows:

- (a) “Act” means the Michigan Emergency Management Act, Act No. 390 of the Public Acts of 1976, as amended.
- (b) “Disaster” means an occurrence or threat of widespread or severe damage, injury or loss of life or property resulting from a natural or human-made cause, including but not limited to, fire, flood, snowstorm, ice storm, tornado, windstorm, wave action, oil spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous materials incident, epidemic, air contamination, blight, drought, infestation, explosion, or hostile military action or paramilitary action, or similar occurrences resulting from terrorist activities, riots, or civil disorders.
- (c) “Disaster relief force” means all agencies of county and municipal government, private and volunteer personnel, public officers and employees, and all other persons or groups of persons identified in the **(insert name of county)** Emergency Operations Plan as having duties to perform or those called into duty or working at the direction of a party identified in the plan to perform a specific disaster or emergency related task during a local state of emergency.
- (d) “District Coordinator” means the Michigan Department of State Police District Emergency Management Coordinator. The District Coordinator serves as liaison between local emergency management programs and the Michigan State Police, Emergency Management Division in all matters pertaining to the mitigation, preparedness, response and recovery of emergency and disaster situations.
- (e) “Emergency management coordinator” means the person appointed to coordinate all matters pertaining to emergency management within the municipality. The emergency management coordinator for **(insert name of municipality)** is the **(insert name of county)** emergency management coordinator.
- (f) “Emergency management program” means a program established to coordinate mitigation, preparedness, response and recovery activities for all emergency or disaster situations within a given geographic area made up of one or several political subdivisions. Such a program has an appointed emergency management coordinator and meets the program standards and requirements established by the Department of State Police, Emergency Management Division. The **(insert name of municipality)** has elected to be part of the **(insert name of county)** emergency management program.

- (g) “Emergency operations plan” means the plan developed and maintained by county and political subdivisions included in the emergency management program area for the purpose of responding to all emergency or disaster situations by identifying and organizing the disaster relief force.
- (h) “Governor’s state of disaster” means an executive order or proclamation by the Governor that implements the disaster response and recovery aspects of the Michigan Emergency Management Plan and applicable local plans of the county or municipal programs affected.
- (i) “Governor’s state of emergency” means an executive order or proclamation by the Governor that implements the emergency response and recovery aspects of the Michigan Emergency Management Plan and applicable local plans of the county or municipal programs affected.
- (j) “Local state of emergency” means a declaration by the (mayor? township supervisor? other official designated in municipal charter)¹ pursuant to the act and this resolution which implements the response and recovery aspects of the (insert name of county) Emergency Operations Plan and authorizes certain actions as described in this resolution.
- (k) “Vital records” means those records that contain information needed to continue the effective functioning of a government entity (jurisdiction, agency, department) and for the protection of the rights and interests of persons under emergency conditions in the event of an emergency or disaster situation.

Article 3 - Emergency Management Coordinator; Appointment

Section 301. By the authority of this resolution the (mayor? township supervisor? other official designated in municipal charter?) hereby appoints the (insert name of county) Emergency Management Coordinator as the emergency management coordinator for (insert name of municipality)². In addition to acting for, and at the direction of, the (chairperson? county executive?), the Emergency Management Coordinator will also act for, and at the direction of, the (mayor? township supervisor? other official designated in municipal charter?).³

Section 302. A line of succession for the (insert name of county) Emergency Management Coordinator has been established and is listed in the (insert name of municipality) Emergency Operations Plan.

¹ According to Act 390, as amended, sec. 10 (1) (b) any county or municipality that has an appointed emergency management coordinator can declare a local state of emergency. This power is given to the “chief executive official” (see definitions in the act) or the official designated by charter.

² Act 390, as amended, sec. 9 (2-3) states that the coordinator shall be appointed by the “chief executive official” (see definitions in the act) in a manner provided in the municipal charter.

³ Act 390, as amended, sec. 9 (1-3) states that the appointed county coordinator shall act for and at the direction of the chairperson or county executive. It also says that a coordinator appointed by a municipality shall act for and at the direction of the “chief elected official” (see definitions in the act) or the official designated by the municipal charter.

Article 4 - Emergency Management Coordinator; Duties

Section 401. The Emergency Management Coordinator shall comply with standards and requirements established by the Department of State Police, Emergency Management Division, under the authority of the act, in accomplishing the following⁴:

- (a) Direct and coordinate the development of the (insert name of county) Emergency Operations Plan, which shall be consistent in content with the Michigan Emergency Management Plan.
- (b) Specify departments or agencies which must provide an annex to the plan or otherwise cooperate in its development.
- (c) Identify departments and agencies to be included in the Emergency Operations Plan as disaster relief force.
- (d) Develop and maintain a county Resource Manual.
- (e) Coordinate the recruitment, appointment, and utilization of volunteer personnel.
- (f) Assure the emergency management program meets eligibility requirements for state and federal aid.
- (g) Coordinate and/or conduct training and exercise programs for the disaster relief force within the county and to test the adequacy of the Emergency Operations Plan.
- (h) Through public information programs, educate the population as to actions necessary for the protection of life and property in an emergency or disaster.
- (i) Assist in the development of mutual aid agreements.
- (j) Assist the (insert name of municipality) municipal liaison with the development of municipal standard operating procedures which are consistent with the county Emergency Operations Plan.
- (k) Oversee the implementation of all functions necessary during an emergency or disaster in accordance with the Emergency Operations Plan.
- (l) Coordinate county emergency management activities with those municipalities included in the county emergency management program, other municipalities, the state, and adjacent counties.
- (m) Coordinate all preparedness activities, including maintaining primary and alternate Emergency Operations Centers.
- (n) Identify mitigation opportunities within the county and encourage departments/agencies to implement mitigation measures.

Article 5 - Emergency Management Liaison; Duties

Section 501. By the authority of this resolution the (mayor? township supervisor? other official designated in municipal charter?) has appointed a liaison for the purpose of assisting the county Emergency Management Coordinator in coordinating the emergency management activities within the municipality. The duties of the liaison are as follows:

⁴ Act 390, as amended, sec. 7a (4) gives the Emergency Management Division the authority to promulgate several standards and requirements.

- (a) Coordinate municipal emergency management activities with those of the county jurisdictions.
- (b) Assist the county Emergency Management Coordinator with the development of the county Emergency Operations Plan and the incorporation of municipal resources into the plan.
- (c) Identify municipal departments and agencies to be included in the Emergency Operations Plan as part of the disaster relief force.
- (d) Identify municipal resources and forward information to the county Emergency Management Coordinator for inclusion in the county Resource Manual.
- (e) Coordinate the recruitment, appointment, and utilization of volunteer resources.
- (f) Assist the county Emergency Management Coordinator with administering training programs.
- (g) Coordinate municipal participation in exercises conducted by the county.
- (h) Assist in the development of mutual aid agreements.
- (i) Assist in educating the population as to actions necessary for the protection of life and property in an emergency or disaster.
- (j) Encourage departments/agencies within the municipality to identify and implement procedures to mitigate the effects of potential disasters.
- (k) Assist in the assessment of the nature and scope of the emergency or disaster and collect damage assessment information and forward to the county.
- (l) Coordinate the vital records protection program.
- (m) Develop municipal standard operating procedures for disaster response which are consistent with the county Emergency Operations Plan.

Section 502. The (mayor? township supervisor? other official designated in municipal charter?) shall appoint a minimum of two persons as successors to the position of the municipal liaison. The line of succession shall be supplied to the county Emergency Management Coordinator.

Article 6 - (Mayor? Township supervisor? Other official designated in municipal charter?); Powers; Duties

Section 601. On an annual basis, the (mayor? township supervisor? other official designated in municipal charter?) shall review the eligibility and performance of the Emergency Management Coordinator and make recommendations to the (city council? township board?)⁴.

Section 602. The (mayor? township supervisor? other official designated in municipal charter?) shall, review the effectiveness of the (insert name of county) county Emergency Operations Plan as the plan relates to the municipality once every two years. With the assistance of the municipal liaison, he\she shall make recommendations to the county Emergency Management Coordinator of any changes which may be needed. After this review and incorporation of necessary changes, the (mayor? township supervisor?) shall certify the plan to be current and adequate for (insert name of municipality) the ensuing two years.⁵

⁵ Rule 4 (c) (d-q) of the administrative rules promulgated for Act 390, sec. 19 states that the plan shall be considered official upon bearing the signature of the chief executive official of the municipality. The plan must be current and adequate (see rule) within two years.

Section 603. When circumstances within the (city? township?) indicate that the occurrence or threat of occurrence of widespread or severe damage, injury or loss of life or property from natural or human-made cause exists the (mayor? township supervisor? other official designated in municipal charter?) may declare a local state of emergency.¹ Such a declaration shall be promptly filed with the (insert name of county) county Emergency Management Office, who shall forward it to the Department of State Police, Emergency Management Division. This declaration shall not be continued or renewed for a period in excess of 7 days except with the consent of the (city council? township board?).⁶

Section 604. If the (mayor? township supervisor? other official designated in municipal charter?) invokes such power and authority, he/she shall, as soon as reasonably expedient, convene the (city council? township board?) for one or more emergency meetings in accordance with the Open Meetings Act to perform its normal legislative and administrative duties as the situation demands, and will report to that body relative to emergency activities. Nothing in this resolution shall be construed as abridging or curtailing the powers of the (city council? township board?) unless specifically provided herein.

Section 605. The (mayor? township supervisor? other official designated in municipal charter?) may do one or more of the following under a local state of emergency:

- (a) Direct the Emergency Management Coordinator to implement the Emergency Operations Plan.
- (b) Issue directives as to travel restrictions on local roads within the municipality.
- (c) Relieve (city? township?) employees of normal duties and temporarily reassign them to other duties.
- (d) Activate mutual aid agreements.
- (e) Direct the municipal disaster relief effort in accordance with the county Emergency Operations Plan and municipal standard operating procedures.
- (f) Notify the public and recommend in-place or evacuation or other protective measures.
- (g) Request a state of disaster or emergency declaration from the Governor as described in Article 7.
- (h) When obtaining normal approvals would result in further injury or damage, (mayor? township supervisor? other official designated in municipal charter?) may, until (city council? township board?) convenes, waive procedures and formalities otherwise required pertaining to the following:
 - (1) For a period of up to 7 days, send the disaster relief force and resources to the aid of other communities as provided by mutual aid agreements.
 - (2) For a period of up to 7 days, appropriate and expend funds from the disaster contingency fund created in Article 9 up to \$(insert dollar amount).
 - (3) For a period of up to 7 days, make contracts, obtain and distribute equipment, materials, and supplies for disaster purposed.
 - (4) Employ temporary workers.
 - (5) Purchase and distribute supplies, materials, and equipment.
 - (6) Make, amend, or rescind ordinances or rules necessary for emergency management purposes which supplement a rule, order, or directive issued by the

⁶ Act 390, as amended, sec. 10 (1) (b) provides for the 7 day limit and disposition of the declaration.

Governor or a state agency. Such an ordinance or rule shall be temporary and, upon the Governor's declaration that a state of disaster or state of emergency is terminated, shall no longer be in effect.⁷

Section 606. If a state of disaster or emergency is declared by the Governor, assign and make available for duty the employees, property, or equipment of the (city? township?) within or without the physical limits of the (city? township?) as ordered by the Governor or the Director of the Department of State Police in accordance with the act.⁸

Article 7 - Governor Declaration Request

Section 701. If a disaster or emergency occurs that has not yet been declared to be a state of disaster or a state of emergency by the Governor, and the (mayor? township supervisor? other official designated in municipal charter?) determines that the situation is beyond control of the municipality, he/she may request the Governor to declare that a state of disaster or state of emergency exists in the municipality in accordance with the act. This shall be done by immediately contacting the (insert name of county) Emergency Management Coordinator. The Emergency Management Coordinator shall immediately contact the District Coordinator. The District Coordinator, in conjunction with the Emergency Management Coordinator, shall assess the nature and scope of the disaster or emergency, and they shall recommend the state personnel, services, and equipment that will be required for its prevention, mitigation, or relief.⁹

Article 8- Volunteers; Appointment; Reimbursement

Section 801. Each municipal department, commission, board, or other agency of municipal government is authorized to appoint volunteers to augment its personnel in time of emergency to implement emergency functions assigned in the county Emergency Operations Plan. Such individuals are part of the disaster relief force and shall be subject to the rules and operational control set forth by the respective department, commission, board, or agency through which the appointment was made, and shall be reimbursed for all actual and necessary travel and subsistence expenses.¹⁰

Article 9 - Disaster Contingency Fund

Section 901. A disaster contingency fund is hereby created in the budget of not less than (enter percent of the total operating budget or an amount). Money may be expended from the fund when a local state of emergency has been declared for the purpose of paying the disaster relief force, purchase of supplies and services, repair costs, or other needs required specifically for the mitigation of the effects of, or in response to, the emergency or disaster.

Article 10 - Rights of Disaster Relief Force

Section 1001. In accordance with the act, personnel of the disaster relief force while on duty shall have the following rights:

⁷ Act 390, as amended, sec.12 (2) provides this authority.

⁸ Act 390, as amended, sec. 10 (1) (h) provides this authority.

⁹ Act 390, as amended, sec.12 states that the "chief executive official" (see definitions in act) of a county or any municipality may make this request. However, he/she must do this utilizing the procedures set forth in sec. 14 of the act which states that the appointed emergency management coordinator and the district coordinator must jointly assess the situation and make recommendations.

¹⁰ Act 390, as amended, sec. 11 (1) (a-c) discusses disaster relief force rights and duties.

- (a) If they are employees of the municipality, or other governmental agency regardless of where serving, have the powers, duties, rights, privileges, and immunities and receive the compensation incidental to their employment.
- (b) If they are not employees of the municipality, or other governmental agency be entitled to the same rights and immunities as are provided for by law.¹⁰

Article 12 - Temporary Seat of Government

Section 1201. The (city council? township board?) shall provide for the temporary movement and reestablishment of essential government offices in the event that existing facilities cannot be use.

Article 13 - Liability

Section 1301. As provided for in the act and this resolution, the municipality, or the agents or representatives of the municipality, shall not be liable for personal injury or property damage sustained by the disaster relief force. In addition, any member of the disaster relief force engaged in disaster relief activity shall not be liable in a civil action for damages resulting from an act of omission arising out of and in the course of the person's good faith rendering of that activity, unless the person's act or omission was the result of that person's gross negligence or willful misconduct. The right of a person to receive benefits or compensation to which he or she may otherwise be entitled to under the worker's compensation law, any pension law, or act of congress will not be effected as a result of said activity.¹¹

Section 1302. As provided for in the act, any person owning or controlling real estate or other premises who voluntarily and without compensation grants the municipality the right to inspect, designate and use the whole or any part of such real estate or premises for the purpose of sheltering persons or for any other disaster related function during a declared local state of emergency or during an authorized practice disaster exercise, shall not be civilly liable for the death of, or injury to, any person on or about such real estate or premises under such license, privilege or other permission, or for loss of, or damage to, the property of such person.¹¹

Article 14 - Sovereignty

Section 1401. Should any section, clause, or provision of this resolution be declared by the courts invalid for any reason, such declaration shall not affect the validity of this resolution as a whole or any part thereof, other than the section, clause, or provision so declared to be invalid.

Article 15 - Repeals

Section 1501. All resolutions or parts of resolutions inconsistent herewith are hereby repealed.

Article 16 - Annual Review

Section 1601. This resolution shall be reviewed annually by the (city council? township board?) and changes shall be made if necessary.

Article 17 - Effective Date

Section 1701. This resolution shall have immediate effect.

(The community may choose to adopt either an ordinance or resolution, whichever is the most appropriate procedure within the community, and promulgate it according to normal procedures.)

¹¹ Act 390, as amended, sec. 11 (2-8) discusses liability.

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<Municipality>

Support Emergency Operation Plan

A support Plan to <County> Emergency Operations Plan/Emergency Action Guidelines

Date

TEMPLATE

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SIGNATURE PAGE

Date:

To all Recipients:

Transmitted herewith is the Support Emergency Operations Plan for the <municipality> in support to the <County> Emergency Operations Plan. The plan provides a framework for the <City/Township> to use in performing emergency functions before, during, and after a natural disaster, technological incident or a hostile attack.

This plan was adopted by the <Council/Board> under Resolution No. < > dated < >. It supersedes all previous plans.

Signature of Chief Executive Official

Date

<MUNICIPALITY>

INTRODUCTION TO THE PLAN

I. Purpose

<Municipality> has elected to be incorporated into the <name> County Emergency Management Program. By becoming part of the county emergency management program, the <municipality> and <county> have certain responsibilities to each other. This Support Emergency Operations Plan has been developed to identify the responsibilities between the <municipality> and <county> in regards to pre-disaster emergency management activities. It also provides for <municipality> government agencies to respond to various types of emergencies or disasters that affect the community. This support plan is to be used in concurrence with the County Emergency Operations Plan as it is a supporting document. The support plan will be maintained in accordance with the standards of currentness of the <county> Emergency Operations Plan. Review of this support plan shall be accomplished concurrently with the county plan.

II. Scope

This plan is a flexible document in which changes from the content of the plan may occur due to unique nature of emergencies. Each agency that has a supported role in this plan or its elements has developed Standard Operating Procedures (SOP) which provides systematic instructions for accomplishing assigned functions. In addition, to support emergency preparedness and response efforts, the local government also conducts other activities such as personnel training, participating in exercises, encouraging chronic disease prevention techniques; educate the public on awareness activities, and use of appropriate land use planning decisions for mitigation and prevention purposes as well. Through this plan, the <municipality> continues to implement the National Incident Management System, participating in efforts to provide an effective and efficient incident management operation.

III. Plan Maintenance and Implementation

The plan has been developed together with local community, and county officials to ensure consistency within the county emergency management program documents. The plan is required to approved by <municipality> <title> every four, or whenever the CEO changes and is to be forwarded to the County Emergency Management Office. Upon approval, it will be implemented, tested through exercises in concurrence with County officials, and review/updated to maintain currentness with the County Emergency Operations Plan.

This plan has been provided to all municipal agencies, elected officials, the county emergency management office and the MSP/EMHSD district coordinator.

IV. Emergency Management Program Oversight

The <municipality> has appointed the <title> to serve as the municipal emergency management liaison responsible for working with the County Emergency Management Coordinator in matters pertaining to emergency management for the municipality. Pursuant the requirements in P.A. 390, of 1976, as amended, Section 19, <county> has adopted a resolution that incorporates the <municipality> into its emergency management program, necessary for disaster assistance.

<MUNICIPALITY>

BASIC INFORMATION

I. Community Profile

The <municipality> is situated in the <section> of <county>. The community has a population of < # > residents. Of this number, approximately <%> are identified as individuals with special/functional needs. Many of these individuals reside in congregate care centers, but others reside in non-group homes where help is provided as needed or on-call. The city/township's major industry is < >, employing approximately <#> people. Due to this industry, the city/township is concerned with potential <list risk associated with the industry, i.e., hazardous spills, animal diseases, civil unrest, etc.>

According to the County's Hazard Mitigation Plan, the community is most vulnerable to: <list hazards>. Areas within the community which are more of a concern as a result of these hazards include: <insert locations>. More information regarding hazard vulnerability can be found in the County's Hazard Mitigation Plan/Analysis.

Within the community, there are <#> sites that contain extremely hazardous materials. Pursuant to SARA Title III, off-site emergency response plans have been developed by the LEPC to prepare the fire department(s) to respond to the specific hazardous materials on the sites. In addition, the owners of the site(s) have reported the types of hazardous material that is housed on-site, as required by the Emergency Planning and Community Right-To-Know Act.

II. Emergency Management Authority

Pursuant to P.A. 390 of 1976, as amended, the municipal CEO may declare a local state of emergency for the <municipality>. In the CEO's absence, pursuant to local legislation, the <title> is authorized to declare the local state of emergency as well. Upon a declaration, PA 390 also authorizes the CEO to issue directives, such as restrictions to travel on local roads. The local declaration activates this emergency plan as well as the emergency operations center to conduct activities to ensure the safety of people, property, and the environment.

Since the <municipality> has been a recipient of federal preparedness assistance, a resolution has been adopted by the local government for establishing the National Incident Management System as the standard for incident management for all-hazards. Through the adoption, the city/township continues to implement the concepts of the NIMS through training, planning, and exercising activities.

III. Response Resources

The city/township of <municipality> maintains <#> of fulltime departments responsible for providing public safety and welfare to the community. Each department is comprised of qualified emergency personnel, and maintains equipment capable of responding to emergencies. A list of resources that the departments use for emergency situations can be requested through the municipal emergency management liaison. Under circumstances, if the incident requires additional resources beyond the capability of the <municipality>, the CEO may enact mutual aid, or it may be necessary to request county assistance through proper procedures.

IV. Emergency Management Organization

The <municipality> emergency management organization consists of nine departments responsible for conducting activities in response to emergencies within the community. These seven departments have been assigned to specific emergency functions for which the municipality has identified necessary in order to provide an effective response to secure the safety of people, property, and the environment. Each agency is responsible for implementing pre-disaster activities to help prevent and/or prepare for various hazards that the community is vulnerable to such as: chronic diseases, flooding, hazardous material spills, inclement weather, tornadoes, and public disturbance to name a few; a more profound list can be found in the County's Hazard Mitigation Plan/Analysis. Prevention and preparedness activities include: awareness training, exercising, hygienic practices to prevent spreading of infectious diseases, stockpiling equipment, and educating people to self care for themselves in an emergency.

The CEO serves as the incident manager for municipal coordination. At his/her side includes the emergency management liaison, a planning chief, finance chief, operations chief, and logistics chief. The operations chief is responsible for coordinating the individual emergency functions assigned by agencies.

The table lists the functions, assigned agencies, primary point of contact, and phone number.

Function	Agency	Primary Contact	Phone
Direction and Control			
Fire Services			
Law Enforcement			
Warning and Communications			
Public Information			
Damage Assessment			
Public Works			
Emergency Medical Services			
Human Services			

Line of Succession

The following is a list of the 2nd and 3rd alternates for each agency identified in the plan to maintain the emergency tasks assigned.

Agency	2 nd Alternate	3 rd Alternate

<MUNICIPALITY>

GENERAL EMERGENCY MANAGEMENT GUIDELINES

The following guidelines are general to the municipality, all agencies, and individuals who have a role in responding to an emergency within the community and coordinated by the <municipality>. Being that emergency planning is a work in progress guidelines are continuously reviewed and modified due to the situation and complexity of incidents.

- a) Report to the local emergency operations center when activated for scheduled exercises or disasters, or delegate another individual to staff the EOC and implement the plan.
- b) Implement mutual aid agreements or contracts with other organizations to supplement local resources that have been exhausted.
- c) Ensure compliance with this plan and the County Emergency Plan, and any pertinent procedures and documents issued, which impact the provision of emergency services in the municipality.
- d) Train department emergency personnel in emergency management functions and NIMS/ICS concepts.
- e) Assists in the development, review and maintenance of the plan and of the County EOP.
- f) Develop and maintain standard operating procedures for specific functions or actions identified in the plan.
- g) Maintain a list of resources available by the departments/agencies.
- h) Protect records and other resources deemed essential for continuing government functions and each agency's emergency operations in accordance to procedures and policies.
- i) Establish mutual aid agreements and/or contracts with other jurisdictions/entities to supplement municipal resources.
- j) Establish a system of coordination, such as the incident command system, within the EOC. Field operations, however, are required to use the incident command system.
- k) Participate in the review and update of this emergency operations plan, in accordance to a schedule identified by the municipal emergency management liaison and the county emergency management coordinator.
- l) Adapt and provide printed emergency management materials and verbal messages to those who are vision impaired, non-English speaking, or deaf/hard of hearing.
- m) Conduct pre-disaster public awareness activities including education classes, self-care guidelines, communications plans, and protocols.
- n) Make recommendations to the CEO regarding protective actions.
- o) Utilize ETeam or other systems to record and log significant events throughout the duration of the emergency, as well as the decisions made by the incident commander and municipal CEO.
- p) Continuously conduct emergency planning activities as it is a work-in-progress, periodically being reviewed and updated.
- q) All emergency response agencies are considered to be available to respond.

<MUNICIPALITY>

EMERGENCY RESPONSE PROCEDURES

The following are procedures that the <municipality> conducts and coordinates with the county in response to a local state of emergency.

- a) Assure that the municipal emergency response agencies, elected officials and the county emergency management coordinator are notified of the situation.
- b) Municipal agencies assess the nature and scope of the emergency or disaster.
- c) If the situation can be handled locally, do so, using the following sequenced guidelines.
 - a. The emergency management liaison advises the CEO and coordinates all emergency response actions.
 - b. The CEO declares a local state of emergency and notifies the county emergency management coordinator of this action.
 - c. A local state of emergency declaration is forwarded to the county office.
 - d. The emergency management liaison activates the emergency operations center. The EOC is located at <location>. If this location is unavailable an alternate location is at <location>.
 - e. Emergency response agencies are notified through <identify notification system, i.e., telephone, smartmessaging, etc.> by the municipal emergency management liaison to report to the EOC.
 - f. The CEO directs departments/agencies to respond to the emergency situation in accordance to each agency's functional guidelines indicated in the attachments to this plan.
 - g. The CEO issues directives as to travel restrictions on local roads and recommends protective actions from the commanding agency. Protective action recommendations will be based on weather forecasting and if the incident complexity increases due to inability to respond rapidly and with a "ready" supply of resources to mitigate the incident.
 - h. Notify the public of the situation, through the Public Information Official, and take appropriate actions.
 - i. Keep the county emergency management coordinator informed of the situation and actions taken.
- d) If municipal resources become exhausted or if special resources are needed, request county assistance through the county emergency management coordinator.
- e) If assistance is requested, the county emergency management coordinator assesses the situation and makes recommendations on the type/level of assistance. The County will also take the following steps:

1. Activate the County Emergency Operations Center
 2. Activate the County Emergency Operations Plan/Emergency Action Guidelines
 3. Respond with county resources as requested
 4. Activate mutual aid agreements
 5. Coordinate county resources with municipal resources
 6. Notify MSP/EMHSD District Coordinator.
 7. Develop a jurisdiction situation report and a damage and injury assessment report via and submit to the MSP/EMHSD.
 8. Assist the municipality with prioritizing and allocating resources.
- f) If county resources are exhausted, the county makes a request to the Governor to declare a state of emergency or state of disaster in accordance with procedures set forth in PA 390, as amended. The county shall not request state assistance or a declaration of a state of disaster or a state of emergency unless requested to do so by the CEO of <municipality> if the situation occurs solely within the confines of the municipality.
- g) If state assistance is requested, the MSP/EMHSD District Coordinator, in conjunction with the county emergency management coordinator and municipal emergency management liaison, assess the disaster or emergency situation and recommends the necessary resources that are required for its prevention, mitigation, or relief efforts.
- h) After completing the assessment the MSP/EMHSD District Coordinator immediately notifies the State Director of Emergency Management and Homeland Security of the situation.
- i) The State Director of Emergency Management and Homeland Security notifies the Governor and makes recommendations.
- j) If state assistance is granted, procedures are followed in accordance to the Michigan Emergency Management Plan and the County Emergency Operations Plan.

ADDENDA

<MUNICIPALITY>

EMERGENCY ACTION GUIDELINES

The following attachments provide guidelines for each function that has been assigned to the agencies in response to an emergency or disaster situation.

Attachment A: Direction and Control
Attachment B: Fire Services
Attachment C: Law Enforcement
Attachment D: Warning and Communications
Attachment E: Public Information
Attachment F: Damage Assessment
Attachment G: Public Works
Attachment H: Emergency Medical Services
Attachment I: Human Services

Each agency assigned is responsible for maintaining the guidelines, as well as approving any changes to the guidelines or changes to the official responsible for implementation.

DIRECTION AND CONTROL

The **Executive Office**, with support from the Emergency Management Liaison, is responsible for directing and controlling emergency management operations. The following guidelines represent a checklist of actions that the CEO and liaison must consider for providing an effective response to an emergency or disaster situation.

Functional Guidelines:

- a) Issue orders and directives, i.e., travel restrictions, and recommend protective actions to be taken by the general public.
- b) Declare a local state of emergency or disaster and notify the county emergency management office.
- c) Generate and disseminate information to the public via the Public Information Officer.
- d) Provide for continuity of operations.
- e) Activates and maintains the local emergency operations center.
- f) Seek federal post-disaster funds, as available, as well as pre-disaster assistance.
- g) Maintain record of activity regarding decisions on emergency actions.
- h) Review and evaluate assessment data.
- i) Maintain liaison with state and federal officials.
- j) Coordinate with County officials in response and recovery efforts.
- k) Coordinate and conduct information sharing activities to identify potential and enacted WMD or terrorism activities, and mobilize and direct resources in response to such incidents.
- l) Prepares and maintains an emergency plan for the municipality subject to the direction of the elected officials; reviews and updates as required.
- m) Develops and maintains a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community.
- n) Coordinate with State and federal officials in collecting and sharing terrorism related information.

The executive official has reviewed and approves the assigned guidelines. These will be maintained in accordance to the standards of the currentness of the county's emergency plan.

Signature of official

date

FIRE SERVICES

The **Fire Department**, is responsible for fire service activities. The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Functional Guidelines:

- a) Provide command level representatives to the EOC and Unified Incident Command Post, when activated.
- b) Coordinates fire and search and rescue services with appropriate personnel at the County Emergency Management Agency; including assistance to regional specialty teams such as, but not limited to the Regional Response Team, MUSAR, and BOMB Squad.
- c) Coordinates with County EMC and the State of Michigan in the decontamination and monitoring of affected citizens and emergency workers after exposure to CBRNE hazards.
- d) Assumes primary responsibility for emergency alerting of the public.
- e) Assists with evacuation of affected citizens, especially those who are institutionalized, immobilized or injured.
- f) Provides resources for fire services response and rescue operations.
- g) Assists in salvage operations and debris clearance.
- h) Advises elected officials about fire and rescue activities.
- i) Conduct safety analysis of the emergency , inform and recommend corrections to the CEO.
- j) Respond to hazardous materials spills in accordance to the procedures in Appendix 1.
- k) Assist in search and rescue operations.
- l) Assist in searching for bombs and/or explosive devices in connection with WMD events.

The fire services official has reviewed and approves the assigned guidelines. These will be maintained in accordance to the standards of the currentness of the county's emergency plan.

Signature of official

date

FIRE SERVICES

HAZMAT RESPONSE GUIDELINES

The **Fire Department** is responsible for the response to hazardous materials spills. Response will be acted in accordance to the following procedures.

- a) Assume incident command upon arrival at the scene.
- b) Establish scene security or coordinate with other available agencies to establish scene security.
- c) Monitor and evaluate environmental health risks or hazards from hazardous materials releases.
- d) Inspect possible sources of contamination.
- e) Provide technical assistance and liaison with other appropriate agencies or organizations for the remediation of hazardous waste releases and other contamination sources.
- f) Disseminate information to the Emergency Operations Center Public Information Officer on hazardous material releases issues
- g) Makes protective action recommendations based on severity and complexity of incident type.
- h) Ensure PPE is fit tested to responders.
- i) Prior to proceeding with cleanup, analyze and evaluate the safetiness of the spill and containation by a certified Safety Officer/technician.
- j) Decontaminate equipment and gear.

The fire services official has reviewed and approves the assigned guidelines. These will be maintained in accordance to the standards of the currentness of the county's emergency plan.

Signature of official

date

LAW ENFORCEMENT

The **Police Department**, is responsible for law enforcement activities. The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Functional Guidelines:

- a) Develops and maintains procedures for the Police Department.
- b) Coordinates security and law enforcement services; with appropriate personnel at the County Emergency Operations Center.
- c) Establishes security and protection of critical facilities.
- d) Provides traffic and access control in and around affected areas.
- e) Assists with emergency alerting and notification of threatened population.
- f) Assists with the evacuation of affected citizens, especially those who are institutionalized, immobilized or injured.
- g) In cooperation with the Fire Department, performs search and rescue operations.
- h) Implement any curfews ordered by the CEO.
- i) Provides access control to affected areas.
- j) Provide emergency assistance to persons with special/functional needs.
- k) Assists the medical examiner with mortuary services.
- l) Coordinate urban search and rescue activities.
- m) Investigate incident and provide intelligence information to state and federal officials.

The law enforcement official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the standards of the currentness of the county's emergency plan.

Signature of official

date

WARNING AND COMMUNICATIONS

The **<Department>** is responsible for warning and communications activities. The following guidelines represent a checklist of actions that department officials must for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

- a) Warn the following individuals via **<identify contact method, i.e., telephone, pager, smart messaging, etc.>**:
 - Municipal chief executive.
 - Municipal Emergency Management Liaison.
 - County Emergency Management Coordinator.
 - Municipal Emergency Operations Center representatives.
- b) Ensure all agencies represented in the municipal Emergency Operations Center have communications both to their staff at their department offices and their staff at the incident site. This equipment consists of **<identify communications equipment, i.e., radios, telephone, cell phones, pagers, LEIN, etc.>**.
- c) Establish communications with the county Emergency Operations Center if activated. The communications equipment available for this link is **<identify communications equipment, i.e., LEIN, telephone, fax, pagers, etc.>**
- d) Establish communications with the Incident Command Post, if established.
- e) Activate the public warning system in accordance to the procedures listed in Appendix D-1.
- f) Ensure the public warning system provides notification to special needs populations identified in the community, i.e., elderly, hearing impaired, non-English speaking, and others. The system consists of **<identify warning method, i.e., sirens, door-to-door, telephone fan out, 211 system, etc.>**
- g) Contact and warn special facilities and locations, such as schools, hospitals, nursing homes, major industries, institutions, and place of public assembly. The methods of warning and contacting these locations consist of **<i.e., sirens, personal contact, telephone, etc.>**.

The **<department>** official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the standards of the currentness of the county's emergency plan.

Signature of official

date

PUBLIC INFORMATION

The <department>, is responsible for public information activities. The following guidelines represent a checklist of actions that the Public Information Official must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

- a) Function as the sole point of contact for the news media and public officials.
- b) Collect information from municipal emergency response agencies located in the emergency operations center and other locations.
- c) Prepare news releases to be disseminated to the local media.
- d) Conduct press tours of disaster area(s) within the community.
- e) Establish a Public Information Center at <insert location> to become the central point from which news releases are issued.
- f) Establish and maintain contact with the County Public Information Official if the County's Emergency Operations Plan is activated.
- g) Coordinate public information activities with the county Public Information Officer if the County Emergency Operations Center is activated.
- h) Assist the county in establishing a joint information center (JIC).
- i) Assist the county with establishing a Rumor Control Center.
- j) Assist the municipal emergency management liaison in developing and distributing education material on the hazards that face the municipality.
- k) Develop and maintain Emergency/Public Information procedures.
- l) Maintain a log and file of all information released to the media.

The <department> official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the standards of the currentness of the county's emergency plan.

Signature of official

date

DAMAGE ASSESSMENT

The **<department>**, is responsible for damage assessment activities. The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

- a) Record initial information from first responders such as law enforcement, fire services, and public works.
- b) If necessary, activate the damage assessment team which consists of the following agencies:
 1. **<insert name of agency>** - responsible for public damage assessment
 2. **<insert name of agency>** - responsible for individual damage assessment
- c) Provide information to the municipal Emergency Management Liaison. The Liaison will then provide assessment data to the county for preparation of a jurisdictional situation report via ETeam.
- d) If the situation warrants, assist the municipal CEO with the preparation of a local state of emergency declaration and forward to the County Emergency Management Coordinator.
- e) Prepare a request for county assistance in conjunction with the municipal emergency management liaison.
- f) Plot damage assessment information on status boards in the municipal Emergency Operations Center.
- g) Record all expenditures for municipal personnel, equipment, supplies, services, etc., and track resources being used.
- h) Prepare reports for the municipal public information official.
- i) Collect information and forward to the County so that the county can complete the Damage and Injury Assessment information through the jurisdiction's situational report via ETeam.

The **<department>** official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the standards of the currentness of the county's emergency plan.

Signature of official

date

PUBLIC WORKS

The **Public Works Department** is responsible for damage assessment activities. The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

- a) Maintain transportation routes.
- b) If necessary, coordinate activities designed to control the flow of flood water, including sandbagging, emergency diking, and pumping operations.
- c) Coordinate travel restrictions/road closures within the municipality.
- d) Identify evacuation routes.
- e) Provide emergency generators and lighting.
- f) Assist with traffic control.
- g) Assist with access control.
- h) Assist with urban search and rescue activities, i.e., persons trapped in damaged buildings or under heavy debris/objects, etc...
- i) Assist private utilities with the shutdown and restoration of gas and electric services.
- j) Assist with transportation of essential goods, i.e., food, medical supplies, etc...
- k) As necessary, establish a staging area for public works.
- l) Report damage information to the Damage Assessment Team.
- m) If necessary, assist with damage surveys for the federal public assistance grant program.
- n) If the county Emergency Operations Center is activated, establish and maintain contact with the person representing public works.
- o) Notify Law Enforcement of the location(s) of disabled vehicles.
- p) Inspect critical infrastructure and other public utilities for safety.

The Public works official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the standards of the currentness of the county's emergency plan.

Signature of official

date

PUBLIC WORKS

HAZMAT RESPONSE GUIDELINES

The **Public Works Department** will support the Fire Department in response efforts according to the following:

- a) Assist the fire department in the cleanup of contaminated soils and transport to appropriate dump sites.
- b) Evaluates inland waters conditions and makes recommendations to fire chief on response actions.
- c) Provides heavy equipment and diking materials to support the Fire Department's response hazardous materials incidents.
- d) Advise the incident commander of any safety concerns.
- e) Ensure personnel use adequate personal protection equipment.
- f) Decontaminate equipment and gear.

The public works official has reviewed and approves these guidelines. These will be maintained in accordance to the standards of the currentness of the county's emergency plan.

Signature of official

date

EMERGENCY MEDICAL SERVICES

The <agency> is responsible for emergency medical service activities. The following guidelines represent a checklist of actions that agency officials must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

- a) Evacuate nursing homes, hospitals, and other medical facilities.
- b) Assist with animal and pet control.
- c) Assist with decontamination
- d) Coordinate emergency medical care to victims.
- e) Establish a staging area for emergency medical equipment.
- f) Identify a facility to be used as a temporary morgue if necessary.
- g) Coordinate with hospitals and shelter managers to staff medical teams at shelters.
- h) When appropriate, coordinate field units' participation in damage assessment activities.
- i) Ensure that emergency medical teams responding on-scene have established an on-scene medical command post and a medical commander.

The emergency medical official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the standards of the currentness of the county's emergency plan.

Signature of official

date

HUMAN SERVICES

The <title> from the <Department> will serve as the Human Services Liaison and is responsible for human services activities. The liaison will coordinate and/or keep informed human services activities occurring within the municipality, with the County Human Services Department. The following guidelines represent a checklist of actions that the liaison must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

- a) Coordinate activities of municipal agencies/departments which provide human service type services.
- b) Coordinate the provision of transportation for evacuation.
- c) Open and manage shelters in the municipality.
- d) Set up canteen to feed emergency workers in the municipality.
- e) Provide food and clothing to municipality workers and victims of disaster residing in the municipality.
- f) Assist the county with establishing a Rumor Control Center.
- g) Arrange for provision of Crisis Counseling or Critical Incident Stress Debriefing (CISD) for both victims and identified disaster workers.
- h) If the County Emergency Operations Center is activated, establish and maintain contact with the person representing Human Services. If the county Emergency Operations Center is not activated, establish and maintain contact with the county Human Services Official directly at the county Department of <Social/Human> Services.
- i) Coordinate with ARC and other pertinent organizations for the distribution of emergency clothing for disaster victims.
- j) Coordinate efforts to provide transportation for disaster victims. (Consider local school buses, council on aging, canoe liveries, USFS, volunteers, etc.)

The emergency medical official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the standards of the currentness of the county's emergency plan.

Signature of official

date

HUMAN SERVICES: RESOURCES AND SUPPORT SERVICES

TRANSPORTATION RESOURCES	TYPE
<Name>, <Contact>	<animals/specials needs>

SHELTERS	MAXIMUM OCCUPANCY
<Name>, <location>, <Contact>, <maximum occupancy>	

FOOD AND FAMILY CARE RESOURCES	TYPE OF SERVICE
<Name>, <Contact>, <location>	<food>, <clothing>, <counseling>

SPECIAL/FUNCTIONAL NEEDS CARE SERVICES	TYPE OF SERVICE
<Name>, <Contact>	<equipment>, <translator>, <mobility>

